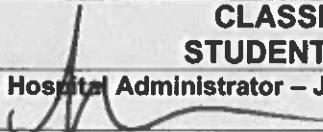


**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

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|--|-----------------------------|
| CLASSIFICATION: STUDENT ASSISTANT | |
| Approved by C.E.A. Hospital Administrator – Joel Castaneda Signature:  | Date Approved: 1/27/2022 |

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under close supervision of the Staff Services Manager I/II (SSMI/II), assist in the performance of administrative work required in the maintenance of departmental function and efficiency. Assist management and staff with various duties where the Student Assistant may receive on-the-job instruction and perform work and tasks related to their field of study.

40% At the direction of the SSMI/II, assist with various office duties. Retrieve and maintain files and records. Schedule meetings, prepare agendas, and take minutes. Provide customer service and assist with phone and office coverage. Pick up and distribute mail. Copy, print, scan, file, and perform data entry. Learn hospital and department policies and procedures. Learn and become familiar with department programs, databases, and tracking logs as necessary.

40% Assist with special projects and audits as assigned. Pull, review, and return files. Redact, copy, and scan documents. Assist with auditing and thinning of files. Perform research, analysis of data, and other meaningful tasks.

20% Assist the department as needed and perform other duties and tasks related to field of study.

2. **SUPERVISING RECEIVED:**
Staff Services Manager I/II

3. **SUPERVISION EXERCISED:**
None

4. **KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF: Knowledge of general office procedures and ability to perform basic clerical functions.

ABILITY TO: Reason logically, write effectively, analyze situations accurately, and adopt an effective course of action; establish and maintain cooperative relations with those contacted in the work area and maintain confidentiality.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: None

TECHNICIAN PROFICIENCY (SITE SPECIFIC): Basic knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) computer programs.

- 6. LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.

- 7. TRAINING:**

Training Category – 2 – Training Procedure No. 03-11.

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS:

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date